

TROY MUNICIPAL CIVIL SERVICE COMMISSION

Minutes of Meeting July 15, 2014

Present: Chairperson Rauh, Commissioner Scales, Executive Secretary Matthews
Absent: Commissioner Conroy
Guests: Kristen Miaski, Dir. Of Human Resources, Troy School District
Jared Heiner, Dir. Of Technology, Troy School District
Tim Valley, CSEA

The meeting was called to order at 9:02 A.M.

- 1) **Consider the minutes of the June 17, 2014 meeting.** After review, a motion was made by Chairperson Rauh, seconded by Commissioner Scales to accept the minutes, approved, 2-0.
- 2) **Consider the jurisdictional classification of the title Grant Writing Specialist.** The position has recently become vacant, and is currently classified as Pending Jurisdictional Classification (PJC). The Commission reviewed the job specification and feels the position should be competitive, and would be classified as such by the NYS Department of Civil Service. On a motion by Commissioner Scales, and seconded by Chairperson Rauh, all voted in favor to classify the title Grant Writing Specialist as competitive, 2-0.
- 3) **Consider an MSD-222 to establish the position tentatively titled Applications Engineer (TSD).** The School District requested a new title to enable it to move forward with new technology, and the skills required to fulfill the District's needs. The title of Computer System Engineer will be abolished, and the provisional in that title will move to the Applications Engineer position. Following a brief discussion, on a motion by Chairperson Rauh, seconded by Commissioner Scales, all approved, 2-0. The position is classified as Competitive.
- 4) **Consider an MSD-222 to establish the position tentatively titled Mobile Learning Technician.** The District's intention is to abolish the Computer Support Technician positions (3) and hire 2 Mobile Learning Technicians. The District contends that the current Computer Support Technicians do not possess the required skills for current technology. Jared Heiner, TSD Dir. of Technology, also explained that the District now outsources Computer Support Tech duties, which makes the current positions redundant. The District's is currently shifting to a mobile environment, and that requires new skills. Tim Valley of CSEA expressed concerns that the job specification would be too specific, and drastically narrow candidates that may be eligible to apply. The Commission and Mr Valley offered their opinion that job specifications should always be written as broadly as possible. Mr. Valley also expressed concerns that three (3) long-time, permanent employees would be displaced. After additional discussion, on a motion by Chairperson Rauh, seconded by Commissioner Scales, the motion was carried, 2-0. The position is classified as Competitive
- 5 & 6) **Consider a job specification tentatively titled Applications Engineer (TSD).**
Consider a job specification tentatively titled Mobile Learning Technician (TSD).
The Commission and the School District agreed to collaborate on the specifications for the new positions, and agreed to table items 5 and 6 until the next meeting. On a motion by Chairperson Rauh, seconded by Commissioner Scales, the motion to table was approved, 2-0.
- 7) **Establish an eligible list for four (4) years for Recreation Specialist (prom) (COT).**
On a motion by Chairperson Rauh, seconded by Commissioner Scales, all voted in favor, 2-0.

8) Establish an eligible list for four (4) years for Recreation Specialist (o.c.) (COT).

On a motion by Chairperson Rauh, seconded by Commissioner Scales, all voted in favor, 2-0.

The next meeting is scheduled for Tuesday, August 19, 2014, 9:00 A.M. in the City Hall main conference room.


The meeting was adjourned at 10:19 A.M.

Respectfully submitted,

Nancy Matthews, Executive Secretary

W-F-R

William Rauh, Chairperson



Suzanne Scales, Commissioner